

**DETERMINATION AND  
FINDING FOR A SOLE SOURCE  
PROCUREMENT**

**AGENCY:** District of Columbia Public Schools  
**CAPTION:** Support Services  
**PROPOSED CONTRACTOR:** DigiDocs DBA Document Managers

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Code 2-354 and 27 DCMR, Section 1304 and 1702

**2. MINIMUM NEED:**

The District of Columbia Public Schools (DCPS) in the Office of Chief Operating Officer (OCOO) has a continued need to procure the temporary services from the vendor Document Managers which have continued without a break in service since 2010 for onsite personnel.

**3. ESTIMATED COST:**

The estimated reasonable price is 70,000.00.

**4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:**

OCOO would like to request for the following temporary support services for which there is currently an individual working as Contract Specialist to support operational activity. DCPS has procured these services continually from Document Managers since 2010, the previous purchase numbers are as follows: PO375363 (2011), PO498438 (2013), PO523950 (2015), and PO526278 (2015). The current temporary support services provided by the onsite person can perform the tasks that DCPS OCOO will be adversely affected if these temporary employees do not continue for office support.

In light of the above findings a sole source award is in the best interest of the DCPS and would be the most efficient and cost-effective procurement method.

**CERTIFICATION BY THE CONTRACT SPECIALIST:**

I hereby certify that the above findings are correct and the anticipated cost to DCPS is fair and reasonable.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contract Specialist

**CERTIFICATION AND DETERMINATION**

Based on the above certified findings in accordance cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; DC Code 2-354 and 27 DCMR 1304 and 1702.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Procurement Officer